

INSTRUCTIONS FOR ENTERING FFIS

Step 1:



1. Double <Click> on the **NFC-FFIS.Ink** Icon on your desktop.

Step 2:



2. <Type> your **AP number** and <type> in the **password**.

Remember: You must use your AP number all in capital letters. It will not accept it otherwise.

The password is your agency (34) and the zip code of your location. For example: Riverdale, MD would be 3420737. Press <enter>.

Step 3:

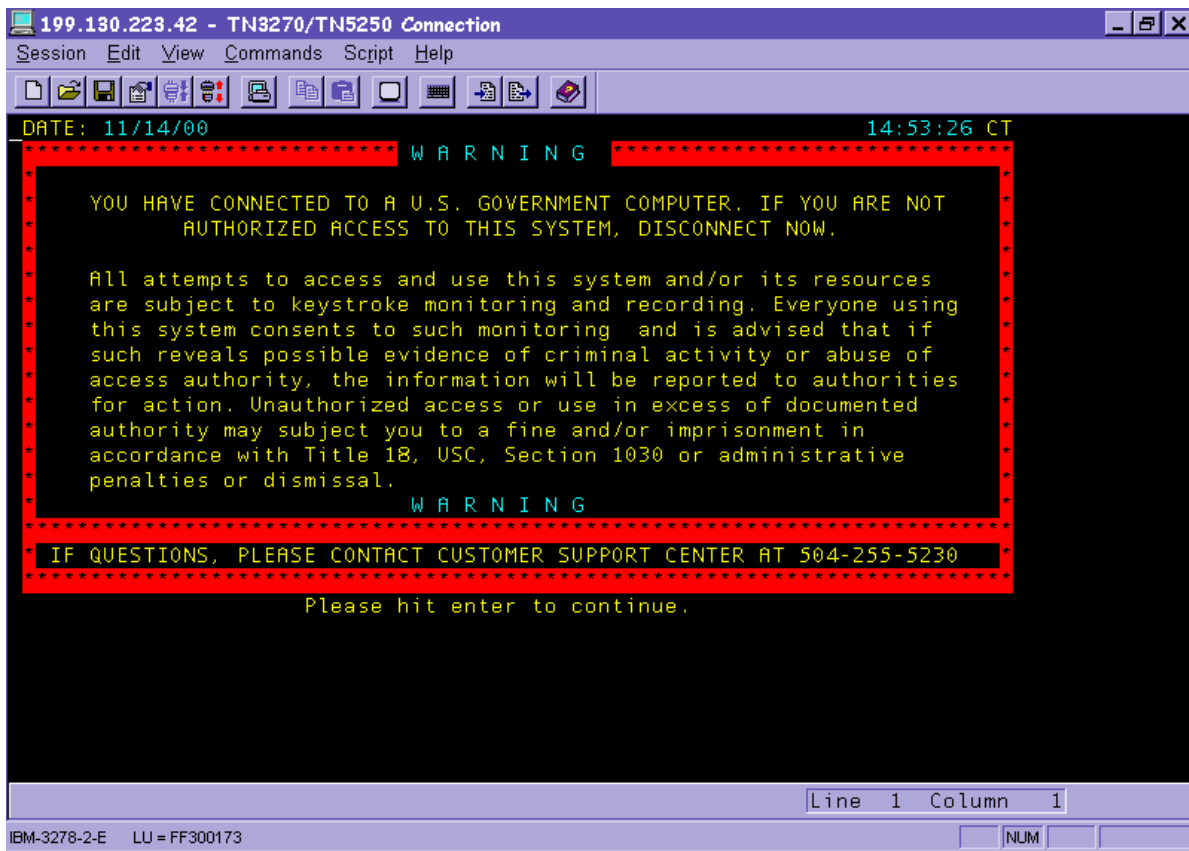


3. <Click> **enter** through this screen. If the wording is blue with the above message you are in the system, if it is red you are not in the system. If you do not connect quickly enough you will have to reconnect. Go to the Reconnect to FFIS page for an example.

NOTE:

If you were unsuccessful entering the system, you will be taken back to Step 2.

- Check to make sure your AP number is all in caps and double check that you used the correct password.
- If it still does not work call security because you may not be set up, you may be using the wrong AP number, or your AP number may be deactivated.
- To keep your AP number active you must use it every month. If you don't, NFC will deactivate it after 90 days and reassign it to another user.
- The security contact person is Darlene Stephens at (301)734-5742.

Step 4:

4. Helpful Hint: When you are at this screen, click anywhere on the screen with your mouse; and then **<click> Enter** you will automatically go to the NFC banner screen.

Step 5:

```

=====
== 11/14/00          SNX32702          FF300173          PF1=HELP  ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC  ==
==              NNN     NN          FFFFFFFF          CCCCCCCC  ==
==              NNNN    NN          FF              CC          ==
==              NN NN NN          FFFFFFFF          CC          ==
==              NN  NNNN          FFFFFFFF          CC          ==
==              NN   NNN          FF              CCCCCCCC  ==
==              NN    NN          FF              CCCCCCCC  ==
== =====
==          =====      National Finance Center      =====
==          =====      Office of the Chief Financial Officer      =====
==          =====      United States Department of Agriculture      =====
==          =====
==          For Authorized Use Only
==  ENTER USER ID = AP###      PASSWORD = #####      NEW PASSWORD =
==
==          ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU
==
==
==
=====

```

5. At the banner screen <type> your **AP number** and your 6-8 digit **password** and <press> **enter**. If you reach this screen, and the screen says password suspended, call Security, Darlene Stephens at (301)734-5742.

Step 6:

Actions Options Commands Features Help			

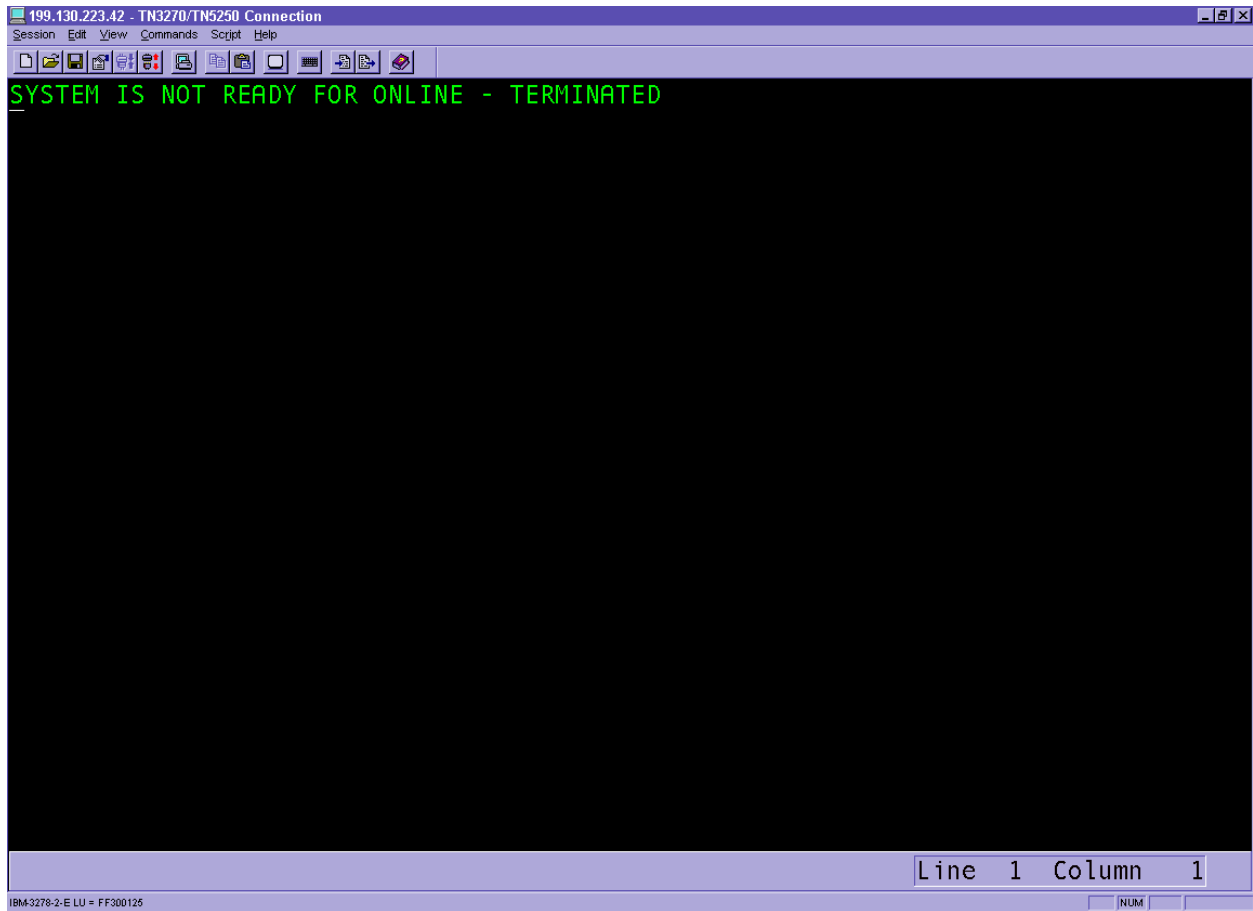
KLSVSEL1	CL/SUPERSESSION Main Menu		More: +
Select sessions with the ENTER key or use a "/"			
to display an action code.			
Session ID	Description	Type	Status

___ BTCHFOC5	FOCUS Batch Rptg USDA	Multi	Unavailable
___ CADI	Central Accounting Database Inq	Multi	
___ CULPRT5	P/P Reports Gen USDA	Multi	
___ DFIS	Departmentwide Financial InfoSys	Multi	
___ EOSEVT1	EOSEVT1	Multi	
___ FF34-P18	APHIS Production	Multi	
___ FF66-P21	APHIS Conversion	Multi	
___ FOCSRPT5	FOCUS Reporting USDA	Multi	
___ ISPF5	Interactive Sys Prod Fclty USDA	Multi	
___ MASC	Mgmt Acctg Structure Codes Sys	Multi	
___ SS1	Supersession-Internal Users	Multi	
___ TMGT	Tables Management Sys	Multi	

Command ==>			SYSB/FF300125
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action			
=====			

6. After the NFC banner screen you will place your cursor on FF34 – P18 APHIS Production and <press> **Enter**. Your default screen may look different then the above example. You will only be able to view the items that you have access to.

Step 7:



7. If you receive this screen it means that FFIS is down and to try again later. If you receive this screen <press> the **End key** on your keyboard and <type> **Bye**. Exiting out of this incorrectly can lead to problems entering the FFIS system when it is ready.

Step 8:

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```
SELECT BY NUMBER:  1.  TABLE INQUIRY/UPDATE (MTI)
                  X.  EXIT
```

COMMAND: 1

USERID: UXXXX##

PASSWORD: #####

NEW PASSWORD:

VERIFICATION:

8. At the USDA FFIS screen you will <type> **1** on the “Command” line, <type> your “User ID” which will begin with a U, and <type> your 8 character FFIS password. <Press> **Enter**. If you have problems entering the system at this screen, call Darlene Stephens at (301)734-5742 to have your FFIS password reset.

Step 9:

ACTION: L TABLEID: FFS1 USERID: UXXX

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TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM:

() MAIN MENU () GENERAL MESSAGES () DIVISION MESSAGES

9. The above screen will be present when you successfully enter the system.